

[Your Name]
[Your Job Title]
[Your Company Name]
[Company Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Job Title]
[Recipient's Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request authorization for business travel to [destination] from [start date] to [end date]. The purpose of this trip is to [briefly explain purpose, e.g., attend a conference, meet clients, conduct site visits, etc.].

During this trip, I plan to [outline activities, meetings, or events you plan to attend]. I believe that this travel opportunity is crucial for [explain the benefit to the company, e.g., increasing sales, enhancing client relationships, gaining knowledge, etc.].

The estimated costs associated with this travel include [provide a brief breakdown of expenses, e.g., airfare, accommodation, meals, transportation]. I will ensure that all expenses are within our approved travel budget and will provide receipts and documentation for reimbursement.

Please let me know if you require any additional information or documentation. I look forward to your approval.

Thank you for considering my request.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company Name]